

Managing Projects Project Online

Duration 3 Days



About This Course

This two-day instructor-led is intended for project team member or project managers who build an easy-to-maintain and reusable work schedule for team members and partners. Managing task status and evaluate the work schedule in terms of time, man-hours, tasks, budgets on demand. Also would like to improve effective project team communication and collaboration.

Audience(s): Project Manager, Team Members

Language: Speaker Thai / Presentation English & Thai

Prerequisites: Project Online Account

Course Outline

Module	Lessons	Lab
 1. Understanding Project and Project Management This module explains the basic elements of project and what is the common tasks to perform when managing a project	<ul style="list-style-type: none">▪ What's a Project?▪ Determining Project Objectives▪ The Project Triangle▪ Optimize the Schedule▪ Introduction to Project Web App	Understanding Project Web App <ul style="list-style-type: none">▪ Experience the Project Web App▪ Experience the Project Site
 2. Create a new Project This module explains how to create a new project with MS Project Online and publish it to Project site	<ul style="list-style-type: none">▪ Understand MS Project▪ Define the Project Scope▪ Create a Project	Create a new project <ul style="list-style-type: none">▪ Create a new project with MS Project Pro▪ Editing Project Properties▪ Editing Project Calendar▪ Publish to Project Site
 3. Managing Project Task This module explains how to manage project tasks in the project. Also explain the considerations for creating work breakdown schedule (WBS)	<ul style="list-style-type: none">▪ Project Task▪ Managing Project Task	Managing Project Resource <ul style="list-style-type: none">▪ Creating tasks in MS Project▪ Defining task Properties▪ Creating dependencies
 4. Managing Project Resources This module explains how to manage project resources in MS Project. This module also describes the concept of centralized resources pool with Project Online	<ul style="list-style-type: none">▪ Create Enterprise resources▪ Define Project resources	Managing Project Resource <ul style="list-style-type: none">▪ Create project specific resources▪ Create centralized resources▪ Estimating project cost

Module	Lessons	Lab
 5. Using Timesheet This module explains how to report project task status from project member prospective. This module also describes the configuration tasks for enabling timesheet	<ul style="list-style-type: none"> ▪ Configuring timesheet ▪ Completing timesheet 	Using timesheet <ul style="list-style-type: none"> ▪ Configuring timesheet ▪ Completing timesheet
 6. Managing Issues and Risks This module explains how to manage issue and risk with Project Site. This also explain the basis of project issues and risks	<ul style="list-style-type: none"> ▪ Understanding Issue ▪ Understanding Risk ▪ Managing Issue and Risk in Project Site 	Managing Issues and Risks <ul style="list-style-type: none"> ▪ Managing Issues ▪ Managing Risks
 7. Project Reporting This module explains how to use project report and project site report to understand the project status.	<ul style="list-style-type: none"> ▪ Using Project Report ▪ Using Project Server Report ▪ Building Custom report with Excel 	Project Reporting <ul style="list-style-type: none"> ▪ Using Project Report